

**Core Planning Team Meeting  
February 5, 2001  
Minutes**

**1. Evaluation Tool - Bowie Little Downs**

- In accordance with the evaluation component of the grant a questionnaire will be dispersed at the beginning of each meeting. It is to be completed and returned at the conclusion of each meeting. Suggestions will be implemented into future meetings and a brief synopsis of the overall comments will be provided at the beginning of each meeting.

**2. Informational Updates - Robert Villanueva**

- Kate Shockley, Project Coordinator will begin work on February 13, 2002
- The CDC has asked all state health departments to apply for grant fund consolidation under the National Cancer Prevention & Control Program– MD DHMH has 3 programs to consolidate.
- An Access d-base is being developed with interested parties for cancer planning
- Web site is up! [www.marylandcancerplan.org](http://www.marylandcancerplan.org)
- Hopkins Student Projects cover disparities, data and research/literature review
- ACS Meeting in May

**3. Data Progress - Frank Ackers**

- A graphical data analysis has been completed for each of the 7-target cancer sites – to include incidence, morbidity, age, race, gender, stage, and a 5-year relative survival.
- Maps depicting US Seer data and MD jurisdictions have also been completed.
- **B**ehavioral **R**isk **F**actor **S**urveillance **S**ystem (BRFSS) d-base to be piloted and up on intranet soon. It can provide analysis based on specific grouping requests (e.g.: by regional, county, year and even aggregate)
- It was suggested that some emphasis be placed on looking at disparities as the Baltimore Sun listed MD as having the 4<sup>th</sup> highest minority rate in the nation. Possibly age adjust for cancer sites.

**4. Committee Processes - Robert Villanueva**

- Discussion surrounding Committee Structure described the recruitment process via a sign-up sheet with committee preferences, an access d-base, and group e-mails. The committees will be broken into groups that parallel the draft Chapter/Section outline. Discussion occurred regarding management of numerous volunteers wanting to participate and targeting those best suited for the task.
- A Meeting Schedule/Calendar for committee work was presented and it was proposed that the committees hold off drawing conclusions and making recommendations until after the Town Meeting have taken place.
- Town Hall Meetings will take place during the Summer of 2002.
- CPT members were asked to share in the recruitment of committee members. It was agreed that a 1-page description of the overall purpose, goals, and member roles and responsibilities would be developed to share while recruiting.

**5. Brain Storming**

- What elements need to be included in the MD plan to make it useful? Do two plans need to be created?
  - The group discussed the uses of the plan in a public setting and agreed that some sort of summary document would likely be necessary.